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100/5-58-50

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, FE Division

DATE:

FROM : Deputy Comptroller

SUBJECT: Trip to Certain Stations in the FE Area

1. The purpose of this memorandum is to inform your office with respect to plans and objectives of a field trip to be taken by the undersigned and two representatives of the Bureau of the Budget.

2. In accordance with present plans, Mr. Robert M. Macy, Chief, International Division, Bureau of the Budget, Mr. Frank A. Ecker, a member of Mr. Macy's staff, and the undersigned will leave Washington, 19 January 1958, and will visit the following places in the order listed:

19 Jan	Lv: Washington
19 Jan	Ar: San Francisco
20 Jan	Lv:
22 Jan	Ar:
5 Feb	Lv:
5 Feb	Ar:
9 Feb	Lv:
9 Feb	Ar:
10 Feb	Lv:
10 Feb	Ar:
14 Feb	Lv:
14 Feb	Ar:
21 Feb	Lv:
21 Feb	Ar:
27 Feb	Lv:
28 Feb	Ar:
4 Mar	Lv:
5 Mar	Ar:
5 Mar	Lv:
5 Mar	Ar: Washington

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3. The primary purposes of the Budget Bureau, with respect to this trip, are: (1) To visit various installations of U.S. Government activities and review the adequacy of overseas allowances such as quarters allowance, education allowance, transfer allowance, etc., travel and per diem authorized, annual and sick leave authorizations, and other overseas benefits such as health and medical, commissary and purchasing privileges, recreational services, financial aids, etc.; and to attempt to determine whether inequities exist between services; and (2) To examine CIA administrative practices and controls at the stations visited, particularly with reference to methods of measuring the success or failure of programs and projects and determining when such projects should be continued or liquidated.

4. With respect to the first objective, it is hoped that within a few days those items involving significant differences between agencies can be identified and explored at least in a preliminary way in Washington, so that the time spent in the field on such matters can be on a selective basis. With respect to the second objective, it is planned to review intensively in Washington during the next two weeks NSC, OCB and related documents, as well as "country plans", for purposes of determining exactly what are the approved objectives of programs being carried out by CIA field missions at the countries to be visited. During this two-week period it is also anticipated that meetings will be held with appropriate CIA officials to determine: (1) What data and criteria have been developed to measure the effectiveness of current programs in meeting approved objectives and, (2) What management controls have been used to insure that the more promising programs are given high priority in use of funds and that unsuccessful programs are promptly dropped. Recent CIA inspection reports for the Far East area will also be reviewed during this period. In the field, attention will be focused on the effectiveness of these management control methods explained to us in Washington. Such a field review will involve discussing some individual projects from the standpoint of results produced and the kinds of continuing evaluation practical.

5. In order to facilitate the first objective of the trip, the Bureau of the Budget has devised two forms to be filled in at Headquarters by each of the pertinent agencies to be visited. One of these forms will reflect by country, average base-pay, allowances, leave benefits and employee services, and the other form will reflect by country the number of employees broken down in various categories such as: U.S. employees direct hire, U.S. employees contract hire, and alien employees. Copies of these forms have been submitted to your office and are now in the process of preparation. As soon as they are completed, it is planned that they will be pouched to the respective stations in advance of our arrival. It is planned that CIA will pouch the forms prepared by CIA Headquarters directly to the station chiefs, and the forms completed by other agencies will be pouched to the field by either the Budget Bureau or the respective agencies. This will enable each component, including CIA stations, to review the content of such forms in advance of our arrival.

6. The Bureau of the Budget has also prepared a questionnaire to be filled in by individual employees at the stations, a copy of which is attached

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to this memorandum. It is contemplated that this questionnaire will be distributed by the administrative officer of each agency at the station to a fair cross-section of the employees for sampling purposes. After our arrival at the station, it is intended that each administrative officer will make available to us the results of this questionnaire sampling.

7. It is suggested that a communication be prepared as soon as possible to each of the stations to be visited, advising them of the impending visit, the purposes of the trip, the procedures to be followed by each station in reviewing the two forms described above, and the distribution and completion of the questionnaire.



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Attachment

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ORIGINAL DOCUMENT MISSING PAGE(S):

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